



CULTURAL FACILITIES ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and manage, through subordinate supervisors, the designs, construction and operation of the City of Tempe's fine arts and theatrical venues within the Cultural Services Division; and to supervise the operation of related facilities and staff. The incumbent will serve as the central contact for these facilities in construction monitoring, service contract development and administration, organization design and implementation, event services performance, maintenance and technical performance.

Supervision Received and Exercised:

Receives direction from the Deputy Community Services Manager – Cultural Services.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Work with City Engineering to review and monitor design and construction activities at Performing and Visual Arts Center, Tempe Performing Arts Center, Vihel Center for the Arts, and all other cultural arts venues.
- Perform administrative work involving planning, developing, coordinating, and management for the Tempe Center for the Arts facility, which includes theaters, exhibition gallery, multifunction rooms, exterior event space, and technical and administrative support areas.
- Plan, assign, direct, supervise, and review work of front-of-house staff, gallery staff, building and grounds maintenance staff, sales and marketing staff, and administrative support staff.
- Develop training and review of employees to ensure exemplary customer service in all aspects of facility operations.

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Cultural Facilities Administrator (continued)

- Plan, assign, direct, supervise, and review work of production staff concerning the operation of all technical systems and performance equipment including computerized lighting systems, audio visual systems, mechanical rigging, acoustical shell, portable stages, box office systems and related controls.
- Oversee scheduling, booking, and contracting of all venues within the Tempe Center for the Arts and other City of Tempe performing arts facilities. Manage master calendar for venues.
- Oversee coordination with user organizations to ensure all technical, contractual and safety requirements are met.
- Working with user organizations, plan, organize, and direct the activities of the TCA.
- Implement and administer annual and multi-year facility license agreements with user organizations. Oversee billing and invoicing of user organizations.
- Plan, direct, and manage the major operational day-to-day functions of the Tempe Center for the Arts, including, but not limited to, production, box office, catering and concessions, house management and guest services, sales and marketing, reception, and building/grounds maintenance.
- Oversee day-to-day performance equipment and systems maintenance. Schedule and supervise all major system and component fabrication, inspection, and maintenance.
- Participate in budget preparation and administration for section; prepare cost estimates for budget recommendation; sub justification for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to improve performance, correct deficiencies; implement disciplinary procedures.
- Write technical and administrative reports for management review.
- Ensure program compliance with pertinent laws, rules, regulations, and licensing standards.
- Develop, implement, and monitor programs, policies, and procedures as approved by the City Council.
- Develop and implement methods and procedures for improved cost-effectiveness and participation by the public and associated organizations.

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Cultural Facilities Administrator (continued)

- Represent the City of Tempe, Tempe Cultural Services Division, and the Tempe Center for the Arts at local, state, and national professional organizations to develop and enhance the involvement of the TCA in the community.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience in all facets of technical theater and theatrical management, including experience supervising technical and supervisory personnel.

Training:

A Bachelor's degree in technical theater, theatrical management or a related field supplemented by advanced technical courses is desired.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 0805

Salary Range: 53

FLSA: Exempt